

EMPLOYMENT OPPORTUNITY

1. RPA #	021-CCFC
ANALYST'S INITIALS	KR
DATE	8/24/04

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician (Typing)	3. POSITION NUMBER 319-001-1139-900	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF CA Children and Families Com	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2510 TO \$3050	
8. SEND APPLICATION TO: California Children and Families Com 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Gwen Atkins	10. WORKING HOURS MON - FRI, DAYS - 8:00 am – 5:00 pm			
	11. PUBLIC PHONE NUMBER (916) 323-2524			
	12. CALNET NUMBER (8)		14. FILE BY 9/10/04	

Under the general supervision of the Education Administrator I, School Readiness Partnership Office, this position will be support staff for professional staff and as needed for the Education Administrator, provide data input support for the School Readiness Funds and other fund sources, and provide other support for the School Readiness Partnership Office.

ESSENTIAL FUNCTIONS

- Provide technical and clerical support in program areas related to School Readiness Programs including early care and education, Preschool for All Demonstration Projects, parenting/family support, health and social services, schools' readiness for children, and infrastructure support such as coordination, systems change, and evaluation by utilizing Microsoft Office word processing, database, or spreadsheet software to perform the following:
 - typing from verbal instruction, handwritten notes, audio tapes, or typed drafts; and
 - typing detailed reports, letters, memos, PowerPoint slides and transparencies, technical assistance and guidance advisories, e-mail correspondence, and other documents.
- As directed by the Administrator, performs data input duties for the School Readiness Partnership Office database that will initially occur on a quarterly basis, using Microsoft Access and data provided in the School Readiness applications submitted by County Commissions and provide reports and updates as requested to provide timely information on School Readiness Program activities.
- According to First 5 California Children and Families Commission (CCFC) management guidelines, provide support for the School Readiness funding process and other contract processes to achieve accurate and timely program funding by:
 - respond to inquiries from County Commissions and State and local partners;
 - assist with formatting and typing requests for funding/applications from County Commissions and related documents;
 - receive, date stamp and log applications and re-applications and annual progress and expenditure reports from County Commissions;
 - input applications and re-applications and annual progress and expenditure reports information and maintaining logs to track progress status;
 - screen and flag applications and re-applications and annual progress and expenditure reports for minimum requirements as stated in the Request for Funding or other First 5 CCFC guidance documents;
 - assist with preparation for the review process, mailing review process and result information to applicants, and responding to telephone inquiries regarding awards; and other related duties.

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- In accordance with the First 5 CCFC management guidelines, screen all incoming correspondence for the School Readiness Partnership Office to determine appropriate routing.
- In order to relieve the SRPO Administrator of administrative detail, the Office Technician will maintain the calendar of the SRPO Administrator and independently schedule appointments by the nature of priority using Microsoft Outlook and according to CCFC management guidelines.
- Under the direction of the SRPO Administrator, and in accordance with First 5 California Children and Families Commission Administrative Manual, perform travel arrangements for staff by:
 - schedule various types of reservations
 - reserve vehicles,
 - process travel expense claim forms, travel advance request and excess lodging forms.
- To support SRPO activities and in accordance with First 5 CCFC management guidelines and the State Contract Manual, assist the SRPO Administrator by scheduling and supporting meetings, workshops, conferences, and other events by:
 - handle logistics including related correspondence, contracts and invoices;
 - provide support materials;
 - provide on-site registration support, and other duties as assigned;
 - create memos and CO-500s for conference and meeting expenditures; and
 - record meeting minutes or notes and producing a finished record of meeting.
- Under the direction of the SRPO Administrator and in accordance with First 5 CCFC management guidelines, establish and maintain the Administrator and School Readiness Partnership Office staff files, the overall office chronological files, School Readiness program files and other related program and contract files, program resource files, and manuals, to organize office correspondences and resources for efficient access.
- As directed by the SRPO Administrator, and according to First 5 CCFC Administrative Manual, research and prepare documents for purchases and organize orders for office supplies to support SRPO activities.
- At the direction of the SRPO Administrator, Consultants or Analysts, the Office Technician will perform copy work and duplication requests to support SRPO activities.
- Under the direction of the SRPO Administrator, provides messenger service to other state agencies and local offices as needed to assist with SRPO communications.

NON ESSENTIAL FUNCTIONS

- As directed by the SRPO Administrator, Deputy Director for Program Management or the Deputy's designee, participate in and support other Program Management Division and First 5 CCFC activities in furtherance of the First 5 CCFC Strategic Plan.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

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SPECIAL REQUIREMENT

- Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

DESIRED QUALIFICATIONS

- Working Knowledge of Microsoft Access and Excel
- Proficient with Microsoft Word

SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated interest in assuming increasing responsibility
- Follow direction and handle multiple tasks from multiple staff members
- Take initiative and work both independently and as a team member

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Use a computer
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience
- Function effectively under demanding and competing deadlines
- Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., School Readiness application review processes, organizing/filing, research and other resource materials)
- Willingness to travel on occasion by car, bus, train or airplane to attend Commission meetings

